# FY17 Secondary CTE Regional Planning Partnership (RPP) Grant Application: Guidance for Submission

This document provides general directions for submission of the FY17 Secondary CTE Regional Planning Partnership Grant Application; it does not provide detailed instructions for each section of the application.

## General Information

- All individuals using the iowagrants.gov system must be registered.
- Instructions regarding the registration process, as well as other related data documents have been sent to AEA and Community College contacts. **If you did not receive a copy of the correspondence, contact Pat Thieben (pat.thieben@iowa.gov or 515-281-4707).**
- When navigating within the iowagrants.gov site, use the navigation bar in the program itself, not the navigation bar in your web browser.
- **Designate one person to create the application, regardless of whether you are applying as a standalone district, Perkins consortium, or community college.** Once the application has been created, additional individuals can be tied to the application by the Program Officer (Pat Thieben at the Iowa Department of Education).
- All individuals tied to a given application have access to all portions of the application. If multiple people will be assisting with completing the various forms, make sure to clarify the role of each.

## Directions

1) Follow the log in instructions for returning users at: www.iowagrants.gov.

2) Select "Funding Opportunities" from the Main Menu. *Note: Once a new application has been started, it will be located within the "My Application" section.*
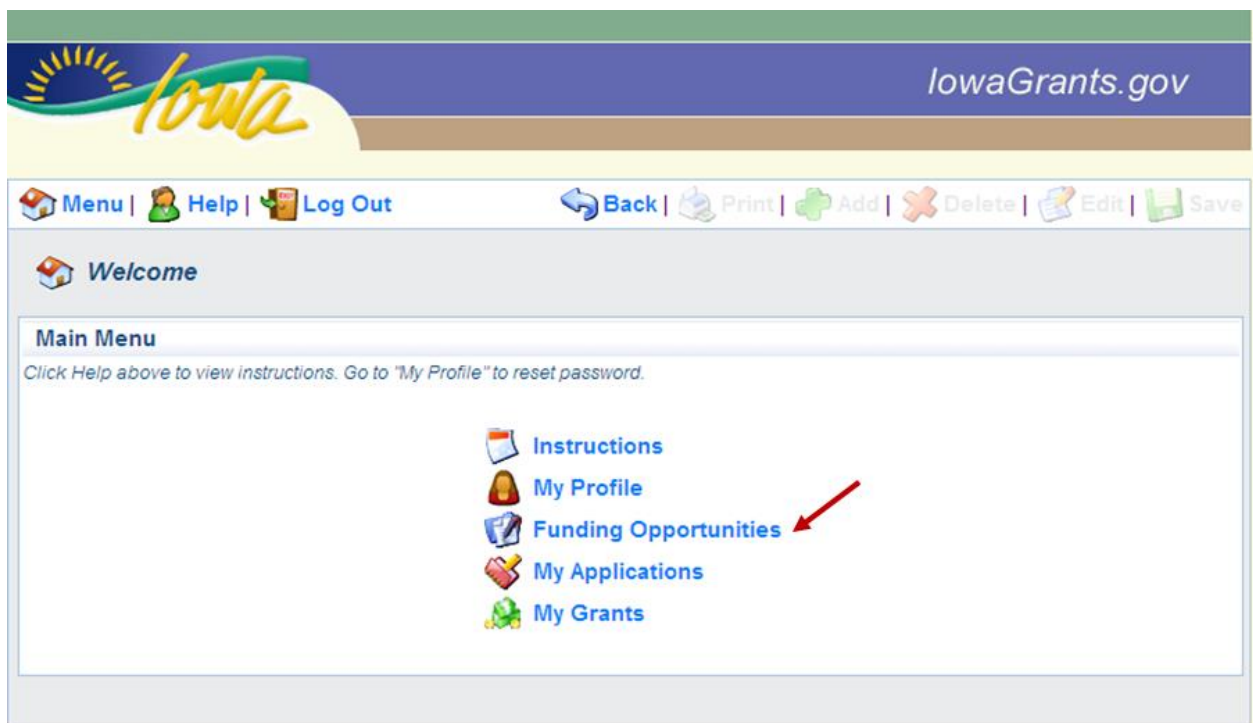
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3) Select the appropriate FY17 application by selecting the blue link located under the "Opportunity Title" column.

**Current Funding Opportunities**

*All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.*
*Click on the title to open the Funding Opportunity summary.*
*Click on the column headers to sort list of Opportunities.*

| ID | Agency | Program | Opportunity Title | Pre-Application Deadline | Application Deadline |
|---|---|---|---|---|---|
| 85743 | Education | Early Childhood At-Risk | AEA Early Childhood Leadership Network 2014-2015 | 06/27/2014 | Final Application Deadline not Applicable |
| 85756 | Education | Early Childhood At-Risk | Copy - AEA Early Childhood Leadership Network | 06/27/2014 | Final Application Deadline not Applicable |
| 195019 | Education | Regional Planning Partnerships | FY17 Secondary CTE Regional Planning Partnership | Pre-Application Deadline not Applicable | 04/03/2017 |

4) Near the top of the Funding Opportunity description, you will see two options for beginning an application: "Copy Existing Application" or "Start a New Application". **Because this is a brand new grant, it is appropriate to click on "Start a New Application"; this guidance document will focus on this approach.**

**Opportunity Details**                     Copy Existing Application | Start a New Application

**-195019-FY17 Regional Planning Partnership**
**Regional Planning Partnerships**
**Application Deadline: 04/03/2017 11:11 PM**

5) Once "Start a New Application" is selected, a page will open that needs to be completed. Make sure your name appears on the Registered Applicant, put in the name of the grant title for your RPP (Please be specific with location and name so that each RPP's application can be differentiated from each other). It is appropriate to use the CC and or AEA name in the title or the full name of the RPP if decided upon. Make sure also, that the appropriate organization is showing for the registered applicant. Click on Save when completed.

**Application**

**General Information**
*This page must be completed and saved before proceding with the rest of the application process*

| | |
|---|---|
| **Registered Applicant:** * | Pat Thieben |
| **Project Title:** (limited to 100 characters) * | |
| **Organization:** * | Iowa Department of Education |

**Return to top to save**

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1. Verify all information is correct. Once saved, you will see the document below. **Please review the "Additional Contacts" listed (if any).** This can include other members of the RPP or the person making the claims, if it is not the same person submitting the grant. If individuals need to be added, forward the names to Pat Thieben (pat.thieben@iowa.gov). When completed, click on "Go to Application Forms".



2. The next item to be completed is the Cover Page. Click on Cover Page and complete all items.



3. Please make sure you have the correct AEA name. Once completed, Click on Save. Verify all information is correct. If any changes need to be made, click on Edit at the top right and make corrections.

Once completed, click on Mark as Complete.



4. The next item to be completed is the budget. Click on Budget. As you scroll down, you will see a link to the FY17 allocation. Click and open that document to verify your allocation amount. You can copy and paste the total into the box that follows if you so desire.



5. Enter in your total budgeted amount for each item. Once completed, click on Save in the upper right hand corner.



Scroll back down and verify that the total amount equals 0. If it does not equal 0, click on Edit at the top and adjust your budget and click on Save again.

## Remaining Balance

Remaining Allocation to be Budgeted  $0.00

When finished, click on "Mark as Complete"

6.  Click on Required Attachments

    To add an attachment, select the link for desired item from the Attachment column.

| Required Attachments | | | | | | Mark as Complete | Go to Application Forms |
|---|---|---|---|---|---|---|---|
| Attachment | Description | File Name | Type | File Size | Date Uploaded | | Delete? |
| RPP Bylaws | | | | | | | 🗑 |
| Membership List | | | | | | | 🗑 |
| Budget Explanation for FY17 | | | | | | | 🗑 |
| Secondary CTE RPP Minutes (scan all minutes as one document) | | | | | | | 🗑 |
| Schedule of Future Meetings | | | | | | | 🗑 |

This will open the browse function and description text box. Once the desired attachment is located and brief description is entered, select "Save" at the top of the screen.

**Attachment Instructions**

*Copy of, or link to, the program standards and benchmarks (secondary)/program competencies (postsecondary). - If the program standard and benchmarks / competencies are located on a website, you can attach a MS Word (or similar) document containing a link to the source.*

Upload File: [                              ] Browse...

Description:* [                              ]

8.  Make sure to <u>completely review each form of the application </u>to verify all imported information is accurate.

9.  Once all edits and/or new information has been entered into a form, make sure to select the "Mark as Complete" link (see item 10). *Note: Even though a form has been marked as complete, it can continue to be edited until the application is submitted.*

10. The status of each form will be summarized on the Application Forms list within the "Complete?" column. When all forms have been marked as complete, the application is ready for submission. To submit the application, select the "Submit" link.

| Application Forms | | Preview | Submit |
|---|---|---|---|
| Form Name | Complete? | Last Edited | |
| General Information | ✓ | 02/21/2017 | |
| Cover Page | ✓ | 02/21/2017 | |
| Budget | ✓ | 02/21/2017 | |
| Required Attachments | | | |

11. After all steps of the submission process have been completed, the person submitting the application will receive a system-generated notification stating the application has been successfully submitted. The notification message, as well as other correspondence generated via iowagrants.gov will come from the dullestech.com domain. **Please make sure your email system is set to allow these messages to be delivered.**


If you have questions regarding the FY17 Secondary CTE Regional Planning Partnership (RPP) Grant application forms, please contact Pat Thieben, Administrative Consultant, Bureau of Career and Technical Education (pat.thieben@iowa.gov or 515-281-4707).